

**86th Force Support Squadron (USAFE)
Manpower & Personnel Flight
Ramstein Air Base, 66877 Ramstein**

**INTERNAL (US FORCES) ANNOUNCEMENT – INTERNE AUSSCHREIBUNG (US-STREITKRÄFTE)
(IAW USAFEI 36-713)**

Area of Consideration: Comprises all organizations of 86 Airlift Wing
Auswahlbereich: Umfasst alle Organisationen des 86 Airlift Wing

*On principle this position is also suitable for heavily disabled persons
Grundsätzlich ist diese Position auch für schwerbehinderte Menschen geeignet*

VACANCY ANNOUNCEMENT: 158/2013

**OPENING DATE: 15 April 2013
CLOSING DATE: 26 April 2013**

POSITION TITLE: **Furnishings Management Assistant**
Temp NTE 31-Dec-2013 - Replacement -

GRADE: C-0303-5 (4a) **Verwaltungsangestellte/r (Mobiliarverwaltung)**
Befristet bis längstens 31. Dezember 2013 - Vertretung -

ORGANIZATION: **86 CES/CEJ**

LOCATION: **RAMSTEIN AIR BASE, KSLN & L'STUHL AREA**

Position may either be filled at pay grade C-5 or C-4a in a trainee status.

The purpose of the position is to serve as the focal point of initial and recurring contacts with Furnishings Management customers. Processes back-orders and schedules inspections, sign-overs, deliveries and pick-up of government owned furnishings. Processes statements of charges for damaged and/or lost items. Provides fully automated Furnishings Management services for customers residing in leased, government and economy quarters. Receives requests for items to be issued, and/or turned-in, requests for inspections/sign-over-from previous tenants. Determines individual's eligibility and authorization in accordance with Furnishings Management directives and regulations, ensures requests do not exceed authorizations. Informs customers of policies concerning issues, exchanges, turn-ins, inspections, transfers of furnishing between occupants, etc. Establishes customer back orders by name and SSAN, and effective in-date account was opened. IAW the coding structure contained in AF regulations, reviews all customers account inventory action documents. Determines costs and customers' liability for damaged and/or lost items based on information contained in the related statements and condition reports prepared by inspectors upon termination of apartments. Receives, makes and routes telephone calls. Performs duties as a receptionist on a rotational basis.

For further details, position description is available for review at Personnel Flight, Bldg 2120, Room 307, Ramstein Air Base.

QUALIFICATION REQUIREMENTS:

EDUCATION & TRAINING: E&T Level 2 – intermediate secondary school diploma (Mittlerer Bildungsabschluss) or a completed apprenticeship with certificate of completion in a commercial/administrative business that is closely related to the announced position.

EXPERIENCE REQUIREMENTS: For paygrade C-5 - 2 years of creditable experience
For paygrade C-4a – 1 year of creditable experience

Creditable experience includes any type of work or activity of an applicant that has provided the basic knowledge, skills, and abilities needed to successfully perform the major tasks of the position for which considered.

SUBSTITUTIONS AS OUTLINED IN USAFEI 36-703.

p.t.o.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone 0651-9494-0, Fax 0651-9494-170, E-mail: poststelle@add.rlp.de.

Other Significant Facts pertaining to this position:

- Intermediate English skills are required.
- Exposed to a large amount of customers on a daily basis.

HOW TO APPLY: Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10) must be turned in to Personnel Flight, Bldg 2120, Room 307, 66877 Ramstein-Miesenbach, Germany.

All applications must be RECEIVED by the closing date of the announcement.

For further detailed information please call DSN 480-5362 or Commercial

06371-47-5362 (07:00 - 15:00 hours). <http://www.ramstein.af.mil/ramsteincivilianpersonnelflight.asp>